

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO
MEDICAL STAFF OFFICE

JOB CLASSIFICATION: OFFICE TECHNICIAN (Typing)
(DEPARTMENT OF PSYCHOLOGY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under direction of the Staff Services Manager I (SSMI), performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.

30% **Prepare, compose and type correspondence for the Department of Psychology utilizing various computer programs** (e.g. Microsoft Word, Access, Excel, etc.). Demonstrate excellent interpersonal skills to communicate effectively with staff and the public.

Prepare daily employee sign-in sheets. **Assist staff with recording their time usage on Standard Form 634** and perform other related timekeeping tasks for the Department of Psychology staff.

Using the Concur Travel Store, independently coordinate and assist with travel arrangements for Department of Psychology staff, including the preparation of Travel Authorization Requests and other travel/training documents. Process travel and license reimbursement requests using CalATERS.

Receive, screen and route telephone calls; take messages, provide information and refer to appropriate staff.

Maintain and be familiar with administrative directives and other policy procedure manuals. **Keep abreast of departmental policies, rules and regulations.**

25% Coordinate and track training compliance for the Department of Psychology staff. Prepare hiring and interview packets for the Chief of Psychology. Prepare and track orientation, probationary and annual performance evaluations reports for the Department of Psychology staff.

20% Coordinate, schedule, prepare and distribute agendas and minutes for the Department of Psychology and Medical Staff Committee meetings as assigned; record attendance. Prepare Joint

Commission and Governing Body compliance reports for the Department of Psychology.

10% Schedule weekly meetings for the Chief of Psychology, Senior Psychologists, and Medical Staff. Type and distribute agendas and minutes; record member attendance and maintain documentation of meetings.

10% Provide secretarial support for the Chief of Psychology, Psychology Internship Director and Senior Psychologist, Supervisors.

Assist the Continuing Education Coordinator with preparing and compiling data for various Continuing Education seminars offered to the Medical Staff at the hospital. Liaison with accrediting facilities and local Training Department to coordinate CEU/CME credit distribution to staff.

5% Maintain backup coverage grid and current phone roster with work locations for Department of Psychology staff.

Provide back up coverage to the other Medical Staff support staff as needed.

2. SUPERVISION RECEIVED

Staff Services Manager I

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

ABILITY TO: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Office Technician, Typing - Department of Psychology
Reviewed by HR - 5/28/20 ew

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR

N/A

MANAGEMENT OF ASSAULTIVE BEHAVIOR

N/A

RELATIONSHIP SECURITY

Demonstrates professional interactions with patients and maintains therapeutic boundaries.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Knowledge of Medical Staff Bylaws and Rules as they pertain to the Medical Staff and Psychology Department
- Knowledge of Department of State Hospitals hiring procedures for psychologists

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Ability to operate various computer programs (e.g., Microsoft Word, Access, Excel, PowerPoint; Internet Explorer, Microsoft Outlook, etc.)
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6. LICENSE OR CERTIFICATION

N/A

7. TRAINING - Training Category = 10

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Office Technician, Typing

Date

Staff Services Manager I

Date

Medical Director

Date